



CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CONTROLLER, OFFICE OF STATE THE	RELEASE DATE:	Monday, April 13, 2009
POSITION TITLE:	CEA II-PPSD-PMAB	FINAL FILING DATE:	Friday, April 24, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	04132009_2

POSITION DESCRIPTION

Position Scope: The State Controller's Office is recruiting for an individual with a working-level knowledge of Management Analysis Program. It is an exciting position responsible for maintaining employment history and issuing payroll for more than 294,000 civil service (California State University, and Judicial branch of California) employees. These are exciting times and this is an opportunity for an individual interested in managing and ushering in this new technology. **General Description:** With general direction from the Chief, Personnel/Payroll Services Division (CEA III), develop and recommend policy positions for the Office of the State Controller, with respect to the statewide programs: Personnel Services, Payroll Services, Collective Bargaining, Salary and Benefit Programs, Management Information Retrieval System, Data Management, Statewide Training, Decentralized Security Administration, the California Leave Accounting System (CLAS), and the California Automated Travel Expense Reimbursement System (CalATERS). Plan, organize, and direct the assignments of subordinate managers and staff engaged in complex analytical studies to support the statewide Employment History Database, the Uniform State Payroll System, and the management information systems. Personally resolve the most complex and/or sensitive issues, supervise staff, prepare recommendations, and give written and oral presentations to the Division Chief and/or Senior Executive Management, in matters related to Collective Bargaining processes, proposals, procedural implementation, and the availability of management information to Personnel/Payroll Services Division staff and customers. Oversee the implementation and transition of the existing legacy systems to the new Human Resources Management Systems. Develop and recommend policy and direction impacting the aforementioned program areas for which systems are being developed or changed as part of the new Human Resource Management System, 21st Century Project. Duties include, but are not limited to the following.

Core Competencies: • Project Management • Time Management • Leadership • Accountability • Adaptability/Flexibility • Results Oriented • Effective Communications • ERP/project implementation experience • Fiscal Accountability • Control agencies requirement knowledge •

Negotiations • Knowledge of State's HR/Payroll environment

Essential Functions: - Manage, plan, organize and direct professional staff engaged in the analysis and support of Personnel Services, Payroll Services, Collective Bargaining, Salary and Benefit Programs, MIRS, Data Management, Statewide Training, California Automated Travel Expense Reimbursement System, CLAS, Decentralized Security Administration. Coordinate with the Information Systems Division to identify and define the specifics of new payroll, personnel, collective bargaining, salary, benefit, and information systems that will enhance the ability to the Office of the State Controller's personnel/payroll systems to pay employees timely and accurately, while reducing workload and improving management information capabilities. Manage and oversee the implementation and transition of the existing legacy systems to the new Human Resources Management Systems, which will impact changes within the division as well as statewide. Provide system information support, as mandated changes continue to impact legacy systems.

- Develop policy positions for the Office of the State Controller, personnel and payroll issue, etc. that include confidentiality of data, the ability to negotiate an issue that may appear to be in conflict with Controller's constitutional and statutory authority, and the authority of "control agencies" to implement various statewide programs.

- Serve as the primary contact for collective bargaining, payroll and management information issues for "control agencies" such as Department of Personnel Administration, the State Personnel Board, the Department of Finance, the Legislature, the Governor's Office, and the Chancellor's Office, as well as exclusive representatives. Evaluate recommended system changes, establish priorities for the division, and provide direction to the Information Systems Division regarding the assignment of programming resources. Recommend legislation and legislative positions on Collective Bargaining, general salary and benefit issues, and the confidentiality and availability of information. Provide technical assistance to the State's bargaining teams and serve as a member to negotiate items or benefits affecting all state employees and/or the authority or responsibility of the Office of the State Controller. Serve as a chairperson or member of various statewide task forces concerned with employee/employer benefits, payroll, personnel, and collective bargaining agreements. Develop workload and staff projections to support development and maintenance of statewide personnel/systems.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors

and attorneys.

DESIRABLE QUALIFICATION(S)

> Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Financial Officer of the State of California and a member of boards and commissions;

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II-PPSD-PMAB**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Examination Information:

The examination process will consist of an application, qualification, and resume screening process using predetermined evaluation criteria. Qualified applicants will receive a rating commensurate with their expressed experience and personal qualifications and the results of which will be mailed.

Candidates successfully competing in the examination may be scheduled for an interview to compete for said vacancy. Following a selection, those individuals remaining on the list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, ADD/HR-Examinations Unit
300 Capitol Mall, 3rd Floor, Sacramento, CA 95814
David Spring | 916-322-2791 | dspring@sco.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>